

# **INSTRUCTIONS AND INFORMATION FOR TAKING EXAMINATIONS**

## **TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS**

1. **PLEASE CAREFULLY READ THE FOLLOWING FOUR PAGES AND ALL OTHER DOCUMENTS PROVIDED TO YOU BY THE BOARD OFFICE AND BY NCEES FOR IMPORTANT INFORMATION ABOUT THE EXAMINATIONS.**
2. **YOU MUST BRING WITH YOU YOUR EXAM AUTHORIZATION THAT WAS MAILED TO YOU FROM THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS OFFICE TO BE ADMITTED TO SIT FOR THE PAPER-AND-PENCIL TS EXAMINATION. YOU WILL NOT BE ALLOWED TO TAKE THIS EXAMINATION WITHOUT YOUR EXAM AUTHORIZATION.**
3. **YOU MUST HAVE A VALID CURRENT GOVERNMENT ISSUED PICTURE IDENTIFICATION IN ORDER TO SIT FOR YOUR EXAMINATIONS. THE PICTURE ID MUST BE CURRENT AND MUST LOOK LIKE YOU AT THE TIME YOU SIT FOR YOUR EXAMINATIONS. IF YOUR FACE DOES NOT REASONABLY MATCH THE PICTURE ON YOUR IDENTIFICATION, YOU WILL NOT BE ALLOWED TO SIT FOR YOUR EXAMINATION. COLLEGE OR UNIVERSITY PICTURE ID'S WILL NOT BE ACCEPTED.**
4. **ONLY NCEES APPROVED CALCULATORS WILL BE ALLOWED IN THE PAPER-AND-PENCIL TS EXAMINATION ROOM. THERE WILL BE NO EXCEPTIONS OR EXCUSES ALLOWED.**
5. **CELL PHONES OR ANY OTHER COMMUNICATIONS OR COPYING DEVICES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. THERE WILL BE NO EXCEPTIONS. YOU RUN THE RISK OF BEING DISQUALIFIED FROM THE EXAMINATION IF YOU BRING THESE ITEMS WITH YOU. PLEASE LEAVE THEM IN YOUR AUTOMOBILES.**

## ADMISSION TO THE TS EXAMINATION SITE

1. **YOU MUST PRESENT YOUR EXAM AUTHORIZATION FROM THE BOARD OFFICE AND ONE FORM OF OFFICIAL LEGIBLE SIGNED PHOTOGRAPHIC IDENTIFICATION IN ORDER TO BE ADMITTED. ONLY A DRIVER'S LICENSE, PASSPORT, OR MILITARY ID WILL BE ACCEPTED. THERE WILL BE ABSOLUTELY NO EXCEPTIONS. COLLEGE OR UNIVERSITY ID'S WILL NOT BE ACCEPTED.**
2. You must have paid the required examination fee and have been approved to take the examination(s) prior to coming to the examination site. Examination proctors cannot accept fees at the examination site.
3. The directions to the TS examination site are offered as a courtesy in the NCEES exam authorization letter for the TS exams. The Board assumes no responsibility for their accuracy. You must allow adequate time to find and arrive at the examination site in order to sit for your required examination(s) at the scheduled time(s). If you are registered to take the computer-based FS or PS examination, you will receive an appointment confirmation letter from Pearson VUE via email once you have successfully registered with NCEES for your scheduled FS or PS exam. The letter will confirm your identity, the location of your Pearson VUE test center, the time of your appointment, and the exam you are scheduled to take. **Please note that times indicated on your Board authorization letter for the TS exam are for the Central Time Zone. The time for the FS and PS computer-based exams is for the local time at the Pearson VUE site you are testing at.**
4. Instructions will be given in detail at the examination site. Be sure that you understand everything that is said to you prior to beginning the examination(s). When the end of a TS examination is called, you must close your test booklet and stop writing immediately. Anyone continuing to write on the TS exam after time is called will be disqualified from the examination. On the FS and PS computer-based exams, the exam will automatically shut down when time is up.

## WHAT TO BRING TO THE EXAMINATION SITE

1. Only the special NCEES mechanical pencils provided at the examination site may be used for the TS examination. No personal ink pens, felt tip pens, or pencils will be allowed in exam room. Candidates may bring an engineer's scale and a protractor for the TS exam. Scratch paper will be provided in the TS examination booklet. Follow the instructions provided by NCEES as to what you can bring to the FS and PS computer-based exam at the Pearson VUE Test Center.
2. For the open book TS examination, published textbooks, handbooks, bound reference materials, codes, tables, manuals, standards and ordinances may be used. Bound means glued, stitched, or fastened by spiral binders, ring binders, plastic snap binders, screw posts or Acco type binders. Loose papers, loose notes, material not bound together as previously described, "Post-it Note" pads, and writing tablets are not permitted in the TS examination room. Reference materials or any other items allowed during the TS examination will not be exchanged between candidates during the examination. Reference material will be checked periodically by examination proctors.
3. **ONLY CALCULATORS APPROVED BY NCEES MAY BE USED ON THE EXAMINATIONS. VIEW THE CALCULATOR POLICY AT: <http://ncees.org/exams/calculator-policy/> . THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.** Any calculator, computer, or other items that may compromise the security of the examination are not allowed. **CELL PHONES, PAGERS, PDA's, CAMERAS, SCANNERS, AND VOICE RECORDERS ARE ABSOLUTELY NOT ALLOWED IN THE EXAMINATION ROOM.**
4. In the TS exam, every effort is made to provide an examination site that is quiet, comfortable and free from distractions. However, if you are sensitive to noise and variations in temperature, you may want to bring earplugs and appropriate clothing that will allow you to account for warm or cool temperatures in the examination room. Drinking water and monitored rest rooms will be provided at the examination site. During the TS exam, beverages are only allowed on the floor next to your seat. **NO TOBACCO PRODUCTS** will be allowed in or near the examination room. Permission to stop your TS examination for a smoke break in a monitored smoking area may be requested.

Depending on your personal circumstances, you will be approved to take one, two or all three of the following described examinations. The Exam Authorization that you will download from your MyNCEES link will indicate which NCEES examination(s) (FS and/or PS) you are registered to take. If your Exam Authorization does not indicate the NCEES exams that the Tennessee Board of Examiners for Land Surveyors has approved for you to take, then you made a mistake in registering with NCEES. Contact NCEES at 800-250-3196 to find out if it is not too late to correct the error. You will receive a separate Exam Authorization directly from the Board office (not NCEES) if you are approved to take the Tennessee State Specific Examination (TS).

## INFORMATION ABOUT THE NCEES FUNDAMENTALS OF SURVEYING (FS) EXAMINATION

The FS is a computer-based exam that is administered year-round during certain testing windows of time at NCEES-approved Pearson VUE test centers. The FS contains 110 multiple-choice questions. The exam appointment time is 6 hours long, which includes a nondisclosure agreement, tutorial (8 minutes), the exam (5 hours and 20 minutes), a scheduled break (25 minutes), and a brief survey. Learn more at the link below:

<http://ncees.org/surveying/surveying-exam-day-policies/>

To register for an FS exam, you must first be approved by the Tennessee Board of Examiners for Land Surveyors. Once you are approved by the TN Board, create or log into your MyNCEES account on the NCEES.org website, select the REGISTER button, and follow the onscreen instructions. Learn more about the exam and the exam environment by reading the rules and policies in your *NCEES Examinee Guide* that can viewed in the following link (Section I: Overview and Section II: Computer-Based Exams):

[http://ncees.org/wp-content/uploads/2013/10/ExamineeGuide\\_1-13-16.pdf](http://ncees.org/wp-content/uploads/2013/10/ExamineeGuide_1-13-16.pdf)

To view specifications about the NCEES FS Examination please view the following link:

[http://ncees.org/wp-content/uploads/2012/11/FS-January-2014\\_with-ranges.pdf](http://ncees.org/wp-content/uploads/2012/11/FS-January-2014_with-ranges.pdf)

The FS is a closed book exam except for an NCEES provided *FS Reference Handbook*. A digital *FS Reference Handbook* is available to download free when you register or log into MyNCEES. You will NOT be allowed to bring your own copy to the examination. It will be provided during the exam.

## INFORMATION ABOUT THE NCEES PRINCIPLES AND PRACTICE OF SURVEYING (PS) EXAMINATION

The PS exam is transitioning to computer-based testing (CBT) in 2016. Registration and scheduling will open on June 20, 2016 for the CBT PS exam, with first testing appointments available in October 2016. To register for a PS exam, you must first be approved by the Tennessee Board of Examiners for Land Surveyors. Once you are approved by the TN Board, create or log into your MyNCEES account on the NCEES.org website, select the REGISTER button, and follow the onscreen instructions. Learn more about the exam and the exam environment by reading the rules and policies in your *NCEES Examinee Guide* that can viewed in the following link (Section I: Overview and Section II: Computer-Based Exams):

[http://ncees.org/wp-content/uploads/2013/10/ExamineeGuide\\_1-13-16.pdf](http://ncees.org/wp-content/uploads/2013/10/ExamineeGuide_1-13-16.pdf)

The new PS exam will allow for year-round testing at approved Pearson VUE test centers. This gives examinees the freedom to pick the exam time, date, and location. The new format will include a digital *PS Reference Handbook* which you can download free when you register or log into MyNCEES. You will NOT be allowed to bring your own copy to the examination. It will be provided during the exam. Learn more about the transition of the PS exam to CBT at the following link:

<http://ncees.org/exams/cbt/>

The CBT PS exam contains 100 multiple-choice questions. The total appointment time is 7 hours—2 minutes for nondisclosure agreement, 8 minutes for a tutorial, and 6 hours for the actual exam. There are two sections of the exam that are approximately 50 questions each with an optional 50-minute scheduled break offered at the end of the first section. The PS exam uses USCS measurements. Learn more at the link below:

<http://ncees.org/surveying/surveying-exam-day-policies/>

To view specifications about the NCEES PS Examination please view the following link:

[http://ncees.org/wp-content/uploads/2012/11/PS-Oct-2016\\_CBT\\_Final.pdf](http://ncees.org/wp-content/uploads/2012/11/PS-Oct-2016_CBT_Final.pdf)

## INFORMATION ABOUT THE TENNESSEE SPECIFIC LAND SURVEYING (TS) EXAMINATION

The Tennessee State Specific Land Surveying examination (TS exam) is a two (2) hour **open book** examination. It contains approximately 25 questions consisting of a mix of multiple-choice questions, fill-in the blanks questions, and problems on the professional practice of land surveying specific to the State of Tennessee. Questions on this examination will relate to the following: Rules of the Tennessee State Board of Examiners for Land Surveyors including standards of practice, rules of professional conduct, ethics, and rules for continuing education; Tennessee statute, administrative and case laws relating to land surveying including but not limited to riparian rights, statute of limitations, reversionary rights, right of entry, priority (weight) of conflicting calls or evidence, interpreting deed descriptions; preparation of boundary plats and descriptions according Tennessee standards of practice; subdivision procedures and platting; regulations for subsurface sewerage disposal systems of concern to the land surveyor; regulations for wetlands, streams and floodplains; use of the Tennessee State Plane Coordinate System and the Tennessee Geodetic Reference Network (TGRN); basic drainage including estimating peak runoff by the Rational Method and culvert & ditch sizing; contracts for professional services; boundary research and retracement procedures, and other questions that apply to the professional practice of surveying in Tennessee. Do not leave any blank responses. It is to the candidate's benefit to answer every question. The Tennessee State Specific Land Surveying examination is administered on Friday morning. Specific date, time and location will be provided on the Board's web site as indicated in your admission letter from the Tennessee Board of Examiners for Land Surveyors.

## SUGGESTED REFERENCE LIST FOR TENNESSEE SPECIFIC SURVEYING (TS) EXAMINATION

*Tennessee Land Surveyors Laws and Regulations*, issued by the Tennessee Legislature (Statutes) and issued by the Tennessee Board of Examiners for Land Surveyors (Board Rules). To view these laws and regulations, go to the following web link <http://www.tn.gov/assets/entities/commerce/attachments/LSLawsandRules2015Edition.pdf>

*Tennessee Boundary Law* published by the Tennessee Association of Professional Surveyors. Available from the Tennessee Association of Professional Surveyors by calling: 615-860-9311 or purchase online at [www.taps-inc.com](http://www.taps-inc.com) and go to the "TAPS E-Store" link on the left side of the web page, then select BOOKS, then pick Tennessee Boundary Law link.

The various Tennessee Department of Environment and Conservation (TDEC) regulations relative to ARAP (wetlands and streams), septic systems, and erosion & sediment control. Contact the TDEC Nashville Field Office, phone: 615-687-7000 or visit: <http://www.tn.gov/environment/topic/permit-water> and [http://tnepsc.org/TDEC\\_EandS\\_Handbook\\_2012\\_Edition4/TDEC%20EandS%20Handbook%204th%20Edition.pdf](http://tnepsc.org/TDEC_EandS_Handbook_2012_Edition4/TDEC%20EandS%20Handbook%204th%20Edition.pdf)

*TDOT Survey Manual* and *TDOT TGRN Manual* by the Tennessee Department of Transportation. Available at: <http://www.tn.gov/tdot/article/roadway-design-survey-manual> and <http://www.tn.gov/assets/entities/tdot/attachments/TgrnComposite.pdf>

Chapters 1 and 2 in document entitled: *Planning & Zoning Workshop: Subdivision Regulation & Infrastructure* available at <http://www.tnapa.org/docs/subregs.pdf>.

*Elevation Certificate and Instructions*, latest edition, by Federal Emergency Management Agency (FEMA), National Flood Insurance Program. Contact FEMA for this information or visit <http://www.fema.gov/library/viewRecord.do?id=1383>

Any applied drainage manual or text covering the hydrology of storm water runoff using the Rational Method and the hydraulics of culverts and open channel flow. TDOT has an in-house drainage manual available at:

<http://www.tn.gov/tdot/article/roadway-design-drainage-manual>

The TAPS Surveying Agreement form available at [www.taps-inc.com](http://www.taps-inc.com) and go to “Surveying Contract” link on the left side of the TAPS web page.

*Advanced Land Descriptions* by Paul Cuomo and Roy Minnick. This is a book that deals with the essentials of writing various types of land descriptions. It is available from Amazon.com at:

<http://www.amazon.com/Advanced-Land-Descriptions-Instruction-Preparing/dp/0910845530>

The following may be useful for the TS examination as well as for studying for the NCEES FS and PS examinations and may be ordered from many on-line or walk-in book stores:

- *Definitions of Surveying and Associated Terms*, by American Congress on Surveying and Mapping.
- *Black's Law Dictionary* (hard cover and soft cover versions available).
- *Boundary Control and Legal Principles*, by Brown, Robillard and Wilson.
- *Evidence and Procedures for Boundary Location*, by Brown, Robillard and Wilson.
- A good plane surveying text such as *Elementary Surveying* by Ghilani and Wolf or *Surveying* by Moffitt and Bossler.
- *Route Surveying and Design*, by Gibson and Meyers (or similar book on route geometry).
- *Surveying with Construction Applications*, by Kavanagh (or similar book on construction surveying).
- *Land Survey Review Manual*, 3 ed., by R.B. Buckner.
- 2016 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys. This document is available at the following web site: [http://c.ymcdn.com/sites/www.nsps.us.com/resource/resmgr/ALTA\\_Standards/2016\\_Standards.pdf](http://c.ymcdn.com/sites/www.nsps.us.com/resource/resmgr/ALTA_Standards/2016_Standards.pdf)
- *State Plane Coordinate System of 1983*, NOAA Manual NOS NGS 5, published by NGS, GLO. This document is available at the following web site: [http://www.ngs.noaa.gov/PUBS\\_LIB/ManualNOSNGS5.pdf](http://www.ngs.noaa.gov/PUBS_LIB/ManualNOSNGS5.pdf)

Examinee Instructions.doc (8/3/2016)